# UNLV

## OFFICE OF INFORMATION TECHNOLOGY

## PASSWORD POLICY

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| **RESPONSIBLE ADMINISTRATOR:** | **VICE PROVOST FOR INFORMATION TECHNOLOGY** |
| **RESPONSIBLE OFFICE(S):** | **OFFICE OF THE VICE PROVOST FOR INFORMATION TECHNOLOGY** |
| **ORIGINALLY ISSUED:** | **MAY 2013** |
| **APPROVALS:** | **APPROVED BY:** |

_Lori L. Temple, Vice Provost for Information Technology_      _Date_    5/9/13

_John Valery White, Executive Vice President & Provost_      _Date_    5/15/17

**APPROVED BY THE PRESIDENT:**

_Neal J Smatresk_      _Date_    5/17/13

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|---|---|
| **REVISION DATE:** | NA |

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## STATEMENT OF PURPOSE

The purpose of this policy is to:

- Ensure that access to university systems is consistent with security best practices.
- Establish minimum standards for passwords.
- Ensure that all users are aware of their responsibilities in effective password management.

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## ENTITIES AFFECTED BY THIS POLICY

Entities affected by this policy include all UNLV academic and administrative offices and all UNLV students, employees, and anyone who accesses university systems.

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## WHO SHOULD READ THIS POLICY

UNLV students, employees, and anyone who accesses university systems should read this policy.

## POLICY

Passwords used to access university systems must meet the criteria established in the Office of Information Technology guidelines for passwords. Passwords must be changed at least annually to minimize unauthorized access to university systems. Passwords must not be shared, except for approved exceptions.

Refer to the Office of Information Technology's Policies and Procedures web page at http://oit.unlv.edu/about-oit/policies for the password guidelines and additional information, including how to request an exception to this policy.

## RELATED DOCUMENTS

Nevada System of Higher Education Procedures and Guidelines Manual, Chapter 14: Data and Information Security, Sections 2.1 and 3.3
http://system.nevada.edu/tasks/sites/Nshe/assets/File/BoardOfRegents/Procedures/P&GM CH14 - DATA AND INFORMATION SECURITY.pdf

## CONTACTS

Refer to the Office of Information Technology's Policies and Procedures web page at http://oit.unlv.edu/about-oit/policies for a list of individuals who can answer questions about the policy.

## DEFINITIONS

**University systems** – Applications, devices, and/or networks. Please, refer to the procedures for a more precise definition of devices.